



The State Sustainability Program

Invites You To Attend A

Sustainability “Spring Training” Session

Date: Tuesday, May 4, 2004
Time: 8:00 a.m. to 3:30 p.m.
Location: UMass Lowell, Wanalancit Mills Building

Why should I attend?

- Executive Order No. 438 – you’ll learn what you need to do to meet State Sustainability requirements.
- This training will help you learn from others’ mistakes give you a head start toward sustainability.
- Learn from expert consultants with experience in the sustainability field.
- **Be present and win a raffle prize!** Good Company and the Donahue Institute will work with your agency to review your sustainability efforts and provide assistance in developing or reviewing a draft of your sustainability plan.
- Breakfast and Lunch included.

How will the day go?

- It WON’T be lecture heavy.
- This will be an active, participatory day. Hard to snooze in the back. Come ready to collaborate.
- We’ll connect the principles of sustainability to the reality of your work.
- You’ll see how your existing initiatives can be easily and smoothly integrated into this framework.

What will I walk away with?

- A clear understanding of what sustainability is & how it relates to your professional responsibilities.
- A network of peers who will be a valuable resource as you move forward.
- A legitimate start on your Agency Sustainability Plan.
- Language, tools and strategies that will help you be more effective within your agency.

What support materials will I get?

- Sustainability Planning Implementation Guide.
- Massachusetts Government Greenhouse Gas Inventory.
- Agency sustainability plan template and implementation worksheet

Who should attend?

Agency Sustainability Coordinators and Staff in any of the following areas will benefit from this session.

- | | |
|--|---------------------------------|
| • Facilities/Grounds management | • Agency policy/planning |
| • Health and safety | • Procurement |
| • Human Resources | • Fiscal |
| • Office Manager/Administration | • Information Technology |

Funding provided for this training by the Massachusetts Executive Office of Environmental Affairs

Special thanks to the
University of Massachusetts, Lowell, Office of Research Administration
for the use of their facility at Wanalancit Mills in Lowell for this workshop

Attendee Registration Form

State Sustainability “Spring Training”

SPACE IS LIMITED SO PLEASE REGISTER AS SOON AS POSSIBLE

Please complete and return to EOEa by April 28, 2004 via:

Email: charles.tuttle@state.ma.us

Fax: 617-626-1181 or

Mail: Charlie Tuttle, EOEa, 100 Cambridge Street, Suite 900, Boston, MA 02114

Registration (print neatly)

Name _____ Title: _____

Agency: _____

Address: _____

Town: _____ State: _____ Zip Code: _____

e-mail address: _____

Telephone number: _____ Fax Number: _____

I am registering for (see agenda below):

- ☐ Session #1, Session #2, and the Lunch/Wrap-up (8:00 a.m. – 1:30 p.m.)
- ☐ Session#3 (primarily for Agency Coordinators and other staff who will be involved in writing the Agency Sustainability Plan) (1:30 a.m.– 3:30 p.m.)
- ☐ The Entire Day (8:00 a.m. – 3:30 p.m.)

Area of Interest and/or Primary Work Function: Please check from the list below which of these work functions most closely fits with what you do at your agency. This information will help EOEa prioritize the focus of the “Small Group” sessions to be held at the Workshop:

<input type="checkbox"/>	Facilities/Grounds management	<input type="checkbox"/>	Agency policy/planning
<input type="checkbox"/>	Health and safety	<input type="checkbox"/>	Procurement
<input type="checkbox"/>	Human Resources	<input type="checkbox"/>	Fiscal
<input type="checkbox"/>	Office Manager/Administration	<input type="checkbox"/>	Information Technology
<input type="checkbox"/>	Other (please list):		

Agenda

- 8:00 Registration, Coffee and Pastries
- 8:45 **Session #1:** Overview of Sustainability and the State Sustainability Program
- 9:45 Break
- 10:00 **Session #2:** Small group workshop sessions on impacts and strategies
- 12:00 Lunch and networking
- 12:45 Morning Session wrap-up
- 1:30 **Session #3:** Writing Agency Sustainability Plans (primarily for agency coordinators)
- 3:30 End of session

FOR MORE INFORMATION ON STATE SUSTAINABILITY: <http://www.mass.gov/envir/sustainable>

Or contact Jaclyn Emig, 617-626-4910, jaclyn.emig@state.ma.us